



# Wisconsin Elections Commission

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**DATE:** June 12, 2019

**TO:** Wisconsin County Clerks  
Wisconsin Municipal Clerks  
Milwaukee County Election Commission  
City of Milwaukee Election Commission

**FROM:** Meagan Wolfe, Administrator

**SUBJECT:** 2019 Four-Year Voter Record Maintenance

The purpose of this memo is to alert clerks of some important dates and required actions for the 2019 four-year voter record maintenance.

Clerks will use **WisVote** to process returned postcards and update voter records. **Before processing any returned postcards, please view the pre-recorded instructional webinar and carefully review the written instructions provided with this memo.**

- **June 12 – June 17:** Clerks review the WisVote training materials attached to this communication and the pre-recorded webinar at <https://elections.wi.gov/index.php/publications/video/WisVoteRoundUp>.
- **June 14 – June 21:** The WEC mails the Official Voter Registration Notice postcards to voters identified as having not voted within the previous four years. Voters sent a postcard will have their voter status in WisVote set to “Active” with a status reason of “Suspended.” Please refer to the training materials above for instructions on how to view the list of voters sent a four-year maintenance post card. If you are a relier municipality, please forward a copy of any returned postcards to your provider who will record the response in WisVote.
- **July 31:** Deadline for voters to respond with an Application for Continuation of Registration. Voters who did not request continuation, or whose Official Voter Registration Notice postcard was not returned to the clerk as undeliverable by July 31, 2019, will have their voter status changed to “Inactive” with a status reason of “4-Year Maintenance.” Directions for processing postcards that are returned after July 31, 2019 are found in the FAQs posted with the training materials. *Training materials are included as an attachment to this communication and a pre-recorded webinar can be found at:* <https://elections.wi.gov/publications/video/WisVoteRoundUp>. Four Year Maintenance training materials are also posted in the WisVote learning center and as a WisVote FAQ.
- **August 1:** The WEC posts the voter record maintenance statistics online, as required by Wis. Stats. §6.50 (2r). Therefore, it is imperative that clerks process all returned and undeliverable postcards in WisVote in a timely manner.

Wisconsin Elections Commissioners  
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Administrator  
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